

Preliminary Plat Amendment Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

Submit Application
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

Administrative Completeness
Follow the checklist provided

Accepted

Returned

1st Review

Missing Information Provided

Approved

Returned for
Corrections

Accepted

Withdraw
Submittal

Subsequent Submittals

Approved

Returned for
Corrections

Notice of Decision**

Inactive cases
are closed after 180
days

The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.

Preliminary Plat - Amendment Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

- For a minor amendment, a pre-application meeting is **not** required.
- Minor Amendments to approved Preliminary Plats and Open Space Plans may include, but are not limited, to the following requests:
 - a. Minor changes to the open space plan (changes in paint colors, materials, amenities).
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Property Owner Authorization
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4a: Preliminary Plat (Approved)
- ☐ Exhibit 4b: Preliminary Plat (Revised)
- ☐ Exhibit 5: Landscape and Open Space Plan (if applicable)
- ☐ Exhibit 6: Materials/Color Board (if applicable)
- ☐ Exhibit 7: Gateway Entrances (if applicable)

Checklist

☐ Exhibit 1: Property Owner Authorization

- ☐ Signed Letter of Authorization from property owner.

☐ Exhibit 2: Project Narrative

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length.;
- ☐ Describe all proposed changes of the project.

☐ Exhibit 3: Parcel /Aerial Map

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
- ☐ Aerial with Parcel Boundary.

☐ Exhibit 4a: Preliminary Plat (Approved)

☐ Exhibit 4b: Preliminary Plat (Revised)

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Key map on each page if plat consists of more than two pages;
- ☐ Project data table: gross and net acres; current zoning district(s) and General Plan Classification; percent of total acreage in each zoning category; number of dwelling units (residential only); minimum setbacks and lot coverage; open space/landscape areas and percentage; and other tracts and purposes.
- ☐ Number each lot individually with the last lot number circled;
- ☐ Table of lot sizes indicating area of all lots, total number of lots, total lot area and corresponding zoning classification;
- ☐ Minimum lot dimensions. Do not show "typical" lots;
- ☐ Illustrate the minimum lot width at minimum front setback for all irregular lots;
- ☐ Table of tracts indicating use, tract area, and total tract area;
- ☐ Location of existing and proposed multi-use and pedestrian trails;
- ☐ Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;

- ☐ Name, address and telephone number of subdivider;
- ☐ Name, address and telephone number of engineer, surveyor, landscape architect or land planner preparing plat;
- ☐ Proposed name of subdivision;
- ☐ Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- ☐ Topography by contours and spot elevations related to N.G.V.D. or approved Town datum. Contour interval shall not exceed two (2) feet and shall adequately reflect character and drainage of land;
- ☐ Location of existing fences, wells, lakes, ditches, power lines and trees;
- ☐ Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- ☐ Location and extent of areas subject to inundation; indicate frequency;
- ☐ Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- ☐ Adjacent rights-of-way and easements showing existing and future improvements, access points, etc.;
- ☐ Layout of proposed streets and alleys, giving widths, preliminary curve data and proposed names;
- ☐ Proposed right-of-way dedications;
- ☐ Street cross sections;
- ☐ Designation of all land to be dedicated or reserved for public use, with the use indicated;
- ☐ Conceptual drainage;
- ☐ Show method of sewage disposal; the type of facilities must appear on the preliminary plat. Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths;
- ☐ Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- ☐ Proposed improvement phasing;
- ☐ Identification of on- and off-street guest parking;
- ☐ Adjacent zoning districts within 300 feet;
- ☐ Adjacent lot lines and structures within 300 feet.

☐ **Exhibit 5: Landscape Plan and Open Space Plan (if applicable)**

- ☐ Vicinity Map; with the site and major street noted;
- ☐ Graphic scale, north arrow, and exhibit date;
- ☐ Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- ☐ Dimension location of proposed required landscape areas;
- ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- ☐ Project data table: gross acres and net acres, square footage of public right-of-way (off-site) landscaping, total square footage of on-site and off-site landscaping,

common area open space square footage and percent coverage based on net land area (Multi-family projects).

- ☐ [Town of Gateway Area Right-of-Way Improvement Standards and Streetscape Design Guidelines](#);
 - ☐ [Street Theme District Theme Tree](#) provided along arterial streets;
 - ☐ Sight visibility triangles per [Town of Gilbert Standard details](#) (GIL-211 and/or 212);
 - ☐ Contour lines for retention basins and earthen berms;
 - ☐ Location of parking;
 - ☐ Parking lot light poles;
 - ☐ Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
 - ☐ Location and detail elevations of entry monuments;
 - ☐ Detail for all wall types, parking canopies, site furniture, recreation equipment, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.
- ☐ **Exhibit 6: Materials and Color Board (as needed)**
- ☐ Materials and Color Board for entry monuments and walls with samples of exterior materials and colors noting manufacturer name, product ID/Name.
 - ☐ Catalog pages of proposed materials and colors used for lighting and amenities noting color and manufacturing name, product ID/Name.
- ☐ **Exhibit 7: Gateway Entrances (if applicable)**
- ☐ Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
 - ☐ Placement of existing and proposed monument signs with dimensions;
 - ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
 - ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
 - ☐ Contour lines for retention basins and earthen berms.